

CITY OF LINCOLN/LANCASTER COUNTY
CONTRACT AWARD NOTIFICATION
SPECIFICATION 05-224
ANNUAL REQUIREMENTS FOR
COUNTY COURT FILE FOLDERS

DATE: November 1, 2005

CONTRACT PERIOD: Nov. 01, 2005 thru Oct 31, 2008

CONTRACTOR: Ames Color-File
188 Industrial Dr., Ste. 431
Elmhurst, IL 60126

PURCHASING DIVISION
K-STREET COMPLEX
440 SOUTH 8TH STREET
LINCOLN, NEBRASKA 68508
(402) 441-7410

COMPANY REPRESENTATIVE: Ted Parent
TELEPHONE NO: 630-279-9474
FAX No.:
E-Mail Address: tparent@amespage.com

THE CITY/COUNTY'S SPECIFICATIONS AND THE CONTRACTOR'S ACCEPTED PROPOSAL AND PRICING SCHEDULES, NOW ON FILE IN THE OFFICE OF THE CITY CLERK AND/OR THE COUNTY CLERK, ARE ADOPTED BY REFERENCE AND ARE AS FULLY A PART OF THIS CONTRACT FOR THE ABOVE-NAMED COMMODITY AS IF REPEATED VERBATIM HEREIN.

Item	Description	Unit Price
1	File Folder, printed & numbered Manilla 1 binder clip	\$ 30.40/c
2	File Folder, printed & numbered Kraft 2 binder clip	\$ 33.40/c
3	File Folder, printed & numbered Gray 2 binder clip	\$ 37.10/c

NO ACTION NEED BE TAKEN BY THE CONTRACTOR AT THIS TIME. ORDERS FOR MATERIAL WILL BE MADE AS NEEDED BY THE VARIOUS CITY/COUNTY DEPARTMENTS.

DEPARTMENTS REQUIRING CATALOGS AND/OR PRICING SCHEDULES SHALL NOTIFY THE CONTRACTOR DIRECTLY.

County Board
Dated: 10-18-05

BID SPECIFICATION NO. 05-224
BID OPENING TIME: 12:00 NOON
DATE: September 28, 2005

ADDENDA RECEIPT: The receipt of the addenda to the specification number _____ through _____ is hereby acknowledged. Failure of any bidder to receive any addenda or interpretation shall not relieve the bidder from obligations specified in the bid request. All addenda shall become part of the final contract document.

The undersigned bidder, having full knowledge of the requirements of the Lancaster County for the below listed items and the contract documents (which include Notice to Bidders, Instructions to Bidders, this Bidding Schedule, Specifications, Purchase Order, and any and all addenda) and all other conditions of the Bid, agrees to sell to the County the below listed items for the performance of this Specification, complete in every respect, in strict accordance with the unit prices listed below.

ANNUAL REQUIREMENTS FOR PRINTING FILE FOLDERS

	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
1.	File folders, printed and numbered consecutively: 06C00001 through 06C25000 FOLDER COLOR: MANILA BINDER CLIP: One (1) bonded to the right hand side	250 /100	\$ <u>.304</u>	\$ <u>7600.00</u>
2.	File folders, printed and numbered consecutively: 06C00001 through 06C14000 FOLDER COLOR: KRAFT BINDER CLIP: Two (2), one right side one left side	140 /100	\$ <u>.334</u>	\$ <u>4676.00</u>
3.	File folders, printed and numbered consecutively: 06SC0001 through 06SC01000 FOLDER COLOR: GRAY BINDER CLIP: Two (2), one right side one left side	10 /100	\$ <u>.371</u>	\$ <u>371.00</u>
			TOTAL LUMP SUM:	\$ <u>12,647.00</u>
* PRICE IS TOTAL LUMP SUM OFFER OF ALL ITEMS & DELIVERY F.O.B. TO LINCOLN, NE - Desired delivery date: <u>Shall be not later than Dec. 15, 2005</u>				Are you able to meet the delivery date: <u>YN</u>

SPECIFICATIONS:

GENERAL: Provide and print, Shelf End Tab file folders, 12-1/4" x 9-1/2". Heavyweight 11 pt. folder with single ply tab (Space finder County approved alternate). Return one sample file folder for each of the three styles requested, folder must be complete with binder clips. Tab shall be color coded, pre-printed, or labeled. Tab must be visible from both sides of folder. Each folder shall have the following colors associated with single and double digit numbers:

06 = Sky Blue

No.	1's - Red	No.	6's - Sky Blue
	2's - Light Orange		7's - Deep Purple
	3's - Dark Orange		8's - Lavender
	4's - Lime Green		9's - Brown
	5's - Dark Green		0's - Pink

NOTE: Beside each solid color the number shall
trimmed in black

BINDER CLIPS: Each folder to be equipped with binder clip (s) 2-3/4", C-C 1 inch capacity metal fastener (Number and position of clips as indicated above). Clip to have durable fiber base and shall be securely bonded to the inside of the surface of the folder. Binder shall be concealed when the folder is closed.

NUMBERING: Each folder shall be consecutively number in the sequence listed on the bidding schedule.

DELIVERY: Successful bidder shall provide delivery of folders no later than December 15th, 2005. Delivery point F.O.B:

Lancaster County Court Clerk's Office
 575 South 10th Street, Second Floor
 Lincoln, NE 68508

County Clerk shall be notified three (3) days prior to delivery so arrangements can be made for personnel to be available at delivery point. Contact: Karen Berry at 402-441-7335

BID SECURITY REQUIRED: Yes ___ No X

RENEWAL OPTION:

The County reserves the right to renew any contract awarded from this RFB for 2 additional one(1) year period(s). All renewals shall be on an annual basis and under the same terms and conditions of the original contract. Are you interested in renewal options:

X YES, ___ NO Comments: _____

ANNUAL PRICE ADJUSTMENT FOR LONG TERM FIXED PRICE CONTRACTS:

Unit Prices for each line item shall be fixed for one year from the contract start date. On contract anniversaries and renewals, unit prices may be adjusted for the next year in accordance with manufacturer's published price adjustments. Any price adjustments shall be mutually agreed upon by the County Purchasing Agent and the supplier. Price increases will not exceed 4% for any anniversary price adjustment or contract renewal period. Price reductions may be issued at any time.

The County reserves the right to terminate contract without further obligation by either party in event price increases are not acceptable. Escalating factors will not be automatically granted. Requests for price increases shall be in writing and accompanied by manufacturer's price lists or other manufacturer's documentation acceptable to the County. The request shall state the percentage increase and the revised price for each affected contract item.

No increases will be granted without prior approval of the County Purchasing Agent.

INTERLOCAL PURCHASING: The County desires to make available to other local government entities of the State of Nebraska, by mutual agreement with the successful bidder, and properly authorized interlocal purchasing agreements, the right to purchase the same services, at the prices quoted, for the period of this contract. Each bidder shall indicate on the Bid Form in the space provided below if he/she will honor Political Subdivision orders in accordance with contract terms and conditions, in addition to orders from Lancaster County or the Lancaster County.

X YES ___ NO

If "YES", Contract supplier or suppliers may honor pricing and extend the contract to political sub-divisions, cities and counties. Terms and conditions of the contract must be met by political sub-divisions, cities and counties. Under no circumstances shall Lancaster Co. or City of Lincoln be contractually obligated or liable for any purchases by political sub-divisions, cities or counties.

**NOTE: RETURN 2 COMPLETE COPIES OF Bid AND SUPPORTING MATERIAL.
MARK OUTSIDE OF BID ENVELOPE AS FOLLOWS: SEALED BID FOR SPEC. 05-224**

The undersigned signatory for the bidder represents and warrants that he has full and complete authority to submit this bid to the County, and to enter into a contract/Purchase Order if this bid is accepted.

AMES COLOR FILE
COMPANY NAME

188 INDUSTRIAL DR STE 431
STREET ADDRESS or P.O. BOX

ELMHURST, IL 60126
CITY, STATE ZIP CODE

630 279 9474
TELEPHONE

041031330
EMPLOYER'S FEDERAL I.D. NO. OR SOCIAL SECURITY NUMBER

tparent@amespage.com
EMAIL ADDRESS

Ted Parent
BY (Signature)

TED PARENT
(Print Name)

REGIONAL MANAGER
(Title)

9/15/05
(Date)

PER SPECS
ESTIMATED DELIVERY DAYS (After receipt of individual orders)

Net 30 days
TERMS OF PAYMENT

BIDS MAY BE INSPECTED IN THE PURCHASING DIVISION OFFICES DURING NORMAL BUSINESS HOURS, **AFTER** TABULATION BY THE PURCHASING AGENT. IF YOU DESIRE A COPY OF THE BID TABULATION TO BE MAILED TO YOU, YOU MUST ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE WITH YOUR BIDDING DOCUMENTS. Bid tabulations can also be viewed on our website at: <http://www.ci.lincoln.ne.us/city/finance/purch/specindx.htm>